



MONROE COUNTY PLANNING DEPARTMENT  
SIGN VARIANCE APPLICATION

Application Fee: \$500.00

A variance to the sign standards is regulated by Section 9.5-406 of the Monroe County Code. In order to evaluate your proposal, please provide the information requested below. The application must be completed fully and all required support data must be attached before it can be accepted. If you have any questions or wish to submit the completed application, please contact the Planning Department office closest to you.

1) **APPLICANT:** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Home: \_(\_\_\_\_)\_\_\_\_\_ Office: \_(\_\_\_\_)\_\_\_\_\_

2) **AGENT:** (if applicable) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Home: \_(\_\_\_\_)\_\_\_\_\_ Office: \_(\_\_\_\_)\_\_\_\_\_

3) **DESCRIPTION OF PROPERTY:**

Street Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision: \_\_\_\_\_ Key: \_\_\_\_\_ MM: \_\_\_\_\_

RE Number: \_\_\_\_\_

If in metes and bounds, attach legal description on separate sheet.

4) **VARIANCE REQUEST:** (use additional paper if necessary)

Describe the variance request and exactly what the variance would allow you to do: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5) **BACKGROUND INFORMATION:**

Size of property: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Present use of property: \_\_\_\_\_

Have you applied for a sign variance for this property in the past? \_\_\_\_\_

If yes, when? \_\_\_\_\_

What were the circumstances and result of the previous application: \_\_\_\_\_

\_\_\_\_\_

Are there any pending code violations on the property? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

I certify that I am familiar with the information contained in this application, and to the best of my knowledge, such information is true, complete and accurate.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to ( or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

by \_\_\_\_\_ who is personally known or who has produced

\_\_\_\_\_ as identification.

Notary Signature \_\_\_\_\_

## 6) DATA REQUIREMENTS

The following supporting data must accompany the application for the variance:

**Note: If the supporting DATA (i.e. survey or site plan) is larger than 11 x 14 inches, sixteen (16) copies must be submitted.**

- a) Sixteen (16) Photographs of site clearly showing the location of the proposed sign, the side of the property of the proposed sign, all existing signs on the property, and the neighboring properties. Please clearly label all photographs on the front.
- b) A site plan to scale showing all structures, improvements, parking facilities, landscaped areas, etc.
- c) A copy of the Land Use District Map showing surrounding property within one thousand (1,000) feet of subject property's boundaries.
- d) Typewritten list of the names and addresses of all owners of property adjacent to the subject property. The list should be compiled from the current tax rolls located in the Property Appraiser's office. Please indicate the subdivision name, lot & block #'s and the RE#'s for each address. Adjoining lots are not disrupted by a canal or street. When a condominium adjoins the property, information on each unit owner must be provided.
- e) Proof of ownership of subject property. (Copy of recorded Warranty Deed, or tax bill).
- f) Location/street map clearly showing how to find the property.
- g) Written narrative indicating how the application is consistent with the criteria for a sign variance enumerated in Section 9.5-406 of the Monroe County Code:
  1. Explain how the literal interpretation and strict application of the provisions and requirements of the sign regulations cause undue and unnecessary hardship to the sign owner because of unique or unusual conditions pertaining to the specific building or parcel of property in question;
  2. Explain how granting the variance will not be materially detrimental to the property owners in the vicinity;
  3. Describe any unusual conditions that apply to the specific property and that do not apply generally to other properties in the county;
  4. Explain how granting the variance will not be contrary to the general objective of the sign regulation of moderating the size, number and obtrusive placement of signs and the reduction of clutter;
  5. Give proof that the variance is not requested on the basis of economic hardship of the sign user.